

Retention and Classification Report

Agency: Jordan School District (Utah). West Jordan High School (2265)

8136 South 2700 West
West Jordan, UT 84088
801-256-5600

Records Officer

10011 Official transcripts

AGENCY: Jordan School District (Utah). West Jordan High School

SERIES: 10011

3

TITLE: Official transcripts

DATES: 1982-

ARRANGEMENT: Chronological, thereunder alphabetical by surname

DESCRIPTION:

These cards are the official record of school attendance and high school graduation. They are used to document graduation from high school and to verify classes attended and credits earned. They are used for college admission and employment. They also include the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). It contains: student's name, address, birth date, names of parents, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security. It is part of the Student Cumulative File until it is weeded three years after graduation. Since 1984, all official transcript information on graduated seniors is also maintained on-line on the Office of Education Computer System.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 3.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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(continued)

PRIMARY CLASSIFICATION:

Private